



HUMAN RESOURCE MANAGEMENT

"Creative and Design Thinkers"

COURSE FINAL OUTPUT - MGT1106
PREPRINT
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JANUARY - MAY 2023

Human Resource Manpower Plan for Luna Self-Portrait Studio

Presented to
the Faculty of Business
Administration Department Institute
of Accounts, Business and Finance
Far Eastern University - Manila

In Partial Fulfillment
of the Requirements for
the Degree
Bachelor of Science in
Business Administration

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Watch us on Google drive:
[HRM Plan of Luna Self-Portrait Studio.mp4 - Google Drive](#)

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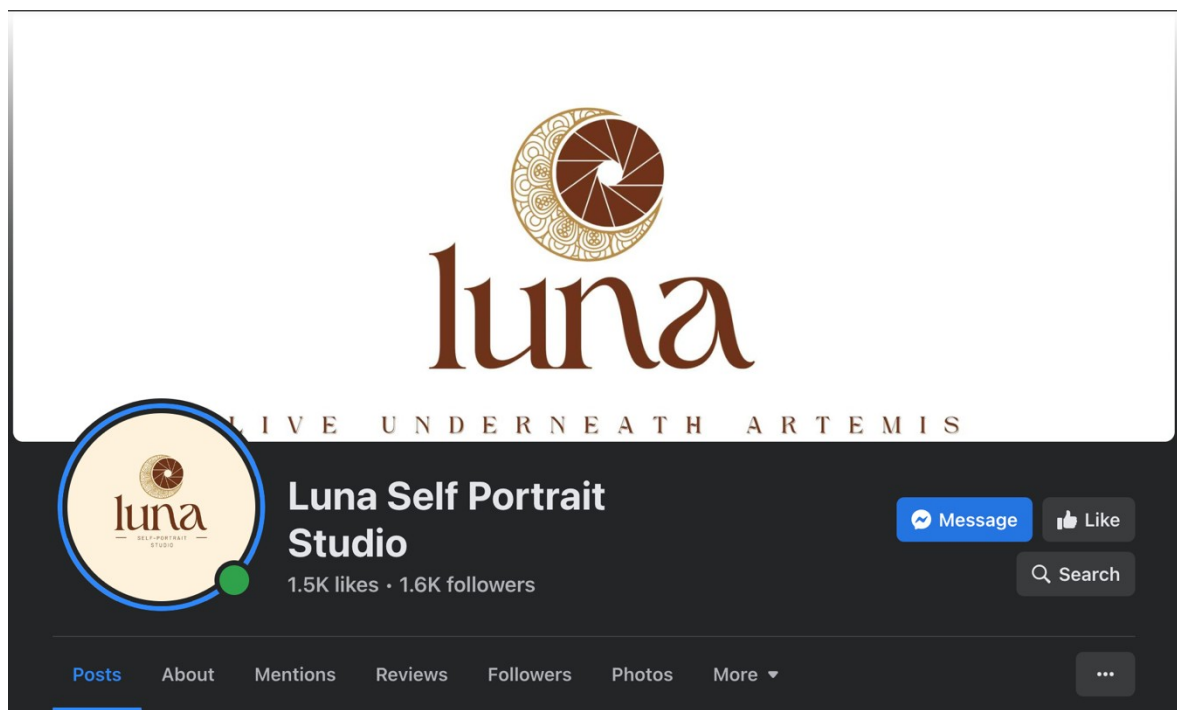
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Overview of the Business

Luna Self-Portrait Studio is a sole proprietorship business that offers professional self-photoshoot studio which provides private aesthetically pleasing designed room, and professional devices needed for customers to take their photos. The business offers no awkward moments as all the cubicle/rooms set-up are designed for a self-photoshoot, the business also promotes a pet friendly environment that can assert and include consumers pets in availing their packages.



Luna will provide everything needed for a professional photo like props, clothing, and colored backgrounds. As the props are provided,

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customers are welcome to bring their own and can request prior to their appointment to be accommodated by the studio. Also, the studio is located at 43 M.H Del Pilar St., Poblacion, Valenzuela City Philippines owned by Mr. Griko Arturo since 2022.

The studio area offers a certain amount of time depending on the customers' package as follows:

Packages

New Moon 299 <small>Good for 1-2 pax 10 minutes of photo session 7 minutes photo selection 1 backdrop color 1 printed photo (A6) 3 raw softcopies</small>	Harvest Moon 899 <small>Good for 1-5 pax 30 minutes of photo session 15 minutes photo selection 4 backdrop color 4 printed photo (A6) 25 raw softcopies</small>
Blue Moon 499 <small>Good for 1-2 pax 15 minutes of photo session 15 minutes photo selection 2 backdrop color 2 printed photo (A6) 6 raw softcopies</small>	Super Moon 1599 <small>Good for 1-5 pax 30 minutes of photo session 20 minutes photo selection 4 backdrop color 6 printed photo (A6) All raw softcopies</small>
Blood Moon 699 <small>Good for 1-3 pax 20 minutes of photo session 15 minutes photo selection 2 backdrop color 3 printed photo (A6) 15 raw softcopies</small>	Artemis 2399 <small>Good for 1-5 pax 1 hour of photo session 20 minutes photo selection All backdrop color 7 printed photo (A6) All raw softcopies</small>

Add ons

100	Additional person
100	Additional fur-friend
150	Additional 10 minutes
60	A6 print out
150	2 pcs photo strips
250	All digital raw copies

30 - 200 Each/All props

*For professional make up services, kindly message us for more information (For reservation only)



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2. Introduction

The subject of this paper is about human resource manpower plan with focus on human resource as a test of skills as partly coherent of this position are correlated with giving us the knowledge towards a more inclusive thinking of interpersonal relationships as per the people are always looking forward to impress every human resource because they are the ones who will decide whether the applicants will come forward to the final interview and become an employee of the stated company itself. The researchers will always give power to those who impress persons from a different perspective lenses and view the dilemma pro-actively because human resource are a test of time and skills.

According to Rosell (2010)ⁱ, human resource management is an environment that gives the people a sense of time that can be build to adjust rejections and positivity with the essence of life that can build a just humane society, human resourcing is also a game of jeopardy that can surely assert how knowledgeable a person who can give a certain unique answers in every questions that has been thrown to the applicants who are aiming for that position in a specific level and time. Moreover, this test of knowledge are correlated to the factors that can give the person who are focused to achieve full potential and marvelously collide skills and speech communications.

The purpose of this paper shall respond to the following queries:

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1. What is the nature of human resources given the business form of ownership as sole proprietorship or partnership or corporation operating in the local context?
2. How is human resources manpower plan for gen-z fitted with the various sustainable development goals (SDG)?
3. How can we build a sustainable image of the company towards its target market?
4. What is the perception of the applicants in the acceptance rate of the company as correlates to their human resource decision making?

Staffing Management

Management decision making is a proposition and plays a huge role in containing the image of a company that gives profitable session towards pre-requisite notions knowing human resource team is a frontliner of every company. According to McQuerrey L. (2019)ⁱⁱ, the importance of staffing management is consistency in accordance with our decision making in progress of believing in the right and just employees that can give us an increase towards repeat business.

A. Staff acquisition or recruitment and selection

Staff acquisition focuses on the selection process that gives a brief background towards the owner's preview in all the aspects of the business that will give us an overview to give the researchers a pure knowledge to what they can expect as an employee. According to Kate Brush (2022)ⁱⁱⁱ, staff acquisition is relevant because it is the first strategy for business to be successful.

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As per the interview, it is very evident that the owner has done so much completion to their future employees and current to really test their competencies levels with the following steps:

1. The owner will post hiring advertisements on their official Facebook page and outside their store to recruit employees.
2. The interested applicants are required to submit their CV and resume.
3. The owner will interview the applicants to assure their accuracy in their resume. Moreover, the interview includes testing their qualification for the job.
4. The last step would be the job placement which includes starting their training.

B. Resource Calendars

According to Liz Lockhart (2023)^{iv}, resource calendars are a relevant tool for planning and monitoring resources and task. Additionally, it is also used to suit each resources to their designated allocation. Moreover, there are many tools in charting the resource calendars for it to be more understandable and workable to the employees.





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During our interview with the owner of Luna-Self Portrait studio, he mentioned the allocation of duties of his employees from morning to afternoon shifts. Moreover, he mentioned his lists for employees' vacation dates. Along with this is the employees' availability, especially if the employee is a working student.

C. Training and talent management

In accordance to training and talent management the visuals in the overview of the business on how they can improve more as a community are answered and explained towards the latter part of this paper. According to Seismic (2023)^v, training the employees after job placement will increase their productivity levels and performance within the workplace. As the owner of the Luna Self Portrait studio stated to us "Our vision, mission, and strategy because as part of the new millennial employers, is part of our edge towards other competitors around", their training and talent management includes:

- The presentation of themselves with the customer with friendly and presentable appearance.
- Training of handling uncommon situations such as customer refunds.
- The usage of equipment, cameras and the execution of the steps to the customers.

D. Development





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A company development is a lean forward straight up collaboration between profit and acknowledgement towards a certain issue that gives a potential growth in this 21st century era that beholds a true picture of them as an employer and how they can treat well their employees.

As the interview occurred, one of the key success factors that gives them more interest to be completed as a brand is their open communications towards the training and development that they are assuring everyone that they covered. Organizing their works to provide them a sort of research in giving them evaluation to have a more precise grounds for acceptable recessions or promotions in the future.

E. Performance reviews

According to Fionnuala Hegarty (2022)^{vi}, performance review is a great strategy to monitor employees' performance review. As it is relevant, it identifies skills that an employees need to improve at and it is used to recommend ways on how they can do it.

In Luna self-portrait studio, they did not have that much answer in providing feedbacks to their employees. They do not communicate that much with their performance and only the promotions will define their work performance.

F. Recognition and Rewards

According to Natalie Wickham (2022)^{vii}, recognition and rewards connects the owner to their employees and made them feel ownership and pride to come to work. Moreover, it will encourage them to put more effort into their works.





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As the interview that occurred, the employees are 70-80% satisfied to the working environment to the company Luna Self Portrait Studio. Because the salary is well reasonable for an employee to be sustainable with its fast management promotions in just 6 months of working with satisfaction and open communication that will give them an edge towards their potential and current competitions. On the other hand, the benefits and location of the studio are their downfall that will give them a future resource towards development production in capable of more reasonable location and benefits that can also be improved in the future.

G. Employee and labor relations

Based on Jason Greer Diversity (2018)^{viii}, establishing and strengthening the employer and employee relationship is the purpose of a great labor relations. It is achieved by variation of collaborative action between the parties. These are satisfying the employee, identifying, and resolving issues in the workplace, and supporting the company's performance management system by following it.

In Luna Self-Portrait Studio, employees have incentives such as a discounts from an owner that they can work hard and not neglect the customers because they can be given a 30% discount if their relative and close friends would avail to promos.

H. Health and safety risks program

According to Stephen Thomas (2023)^{ix}, a productive workplace consists of a productive and motivated employees. To make them productive, one option is to protect the workers by providing a proper health and safety program. This is proven to reduce absences and increase productivity in the





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workplace. Besides, reducing the possibility of having sick workers will also save the business plenty of money.

Since the venture, Luna Self-Portrait Studio started during the pandemic, it has to undergo in certain sanitary requirements. Wherein it requires COVID-19 vaccination for both employees and employer/s. Moreover, sanitary equipment such as air purifiers, hand sanitizers and frequent sanitation of each studio for customers to have a safe experience. Employees are each provided with insurance to satisfy their working experience with the assurance of having a safe journey with their company. As per following these health protocols, the employees are satisfied.





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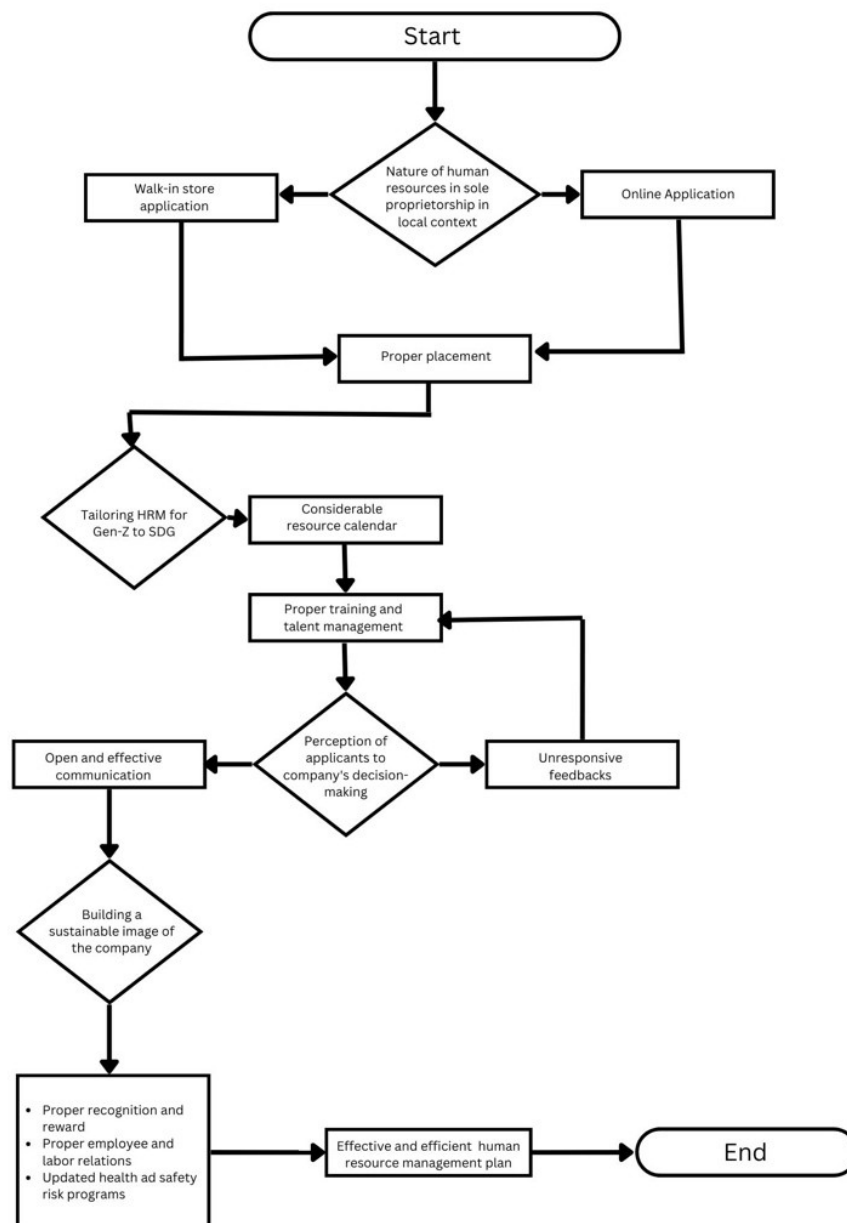
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Recommendation

After the reconciliation of this project, the here is the recommended human resource management plan for Luna Self-Portrait Studio.





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Acknowledgement

We would like to express our gratitude to Mr. Griko Arturo, the company's owner, for approving the usage of their business in our HR Manpower Plan. Their collaboration made it feasible to complete this last assignment for our Human Resource Management course. Their presence at our meeting for the interview was also really appreciated. Amid their hectic schedule, they provided thoughtful answers to every inquiry about this paper. We are thankful for the chance to speak with them and further discuss the important information we needed to gather to finish the paper. Finally, we wish them and their venture a long and prosperous profession as well as a prosperous business.





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APPENDIX B Consent Form

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Business Owner-Participant Consent Form

Title of the Project: HR Manpower Plan

- I Griko Arturo agree to participate in the interviews.
- I understand that even if I agree to participate now, I can withdraw at any time or refuse to answer any question without any consequences of any kind.
- I have had the purpose and nature of the study explained to me by the concern students and I have had the opportunity to ask questions about the study.
- I understand that participation involves providing data and information necessary for the students to comply with their HR Manpower Plan Paper, a course requirement equivalent to Final Examination under the course Human Resource Management - MGT 1106.
- I understand that I will not benefit directly from participating in this interview.
- I agree to my interview being audio-recorded and/or pen and paper recorded.
- I understand that all information I provide for this study will be treated under the legal provision of Data Privacy Act of the Philippines.
- I understand that in any report on the results of this academic paper my identity will remain anonymous. This may be done by changing my name and disguising any details of my interview which may reveal my identity or the identity of the people I speak about.
- I understand that any material data or information from my interview may be quoted in dissertation, thesis, conference presentation, published papers etc.
- I understand that signed consent forms, original audio recordings and written recordings will be retained in physical and online storage facilities such as websites and internet archives.
- I understand that under freedom of information I am entitled to access the information I have provided at any time while it is in storage as specified above.
- I understand that I am free to contact any of the students involved in the interview to seek further clarification and information.

Name and signature of business-owner participant:

Griko Arturo

Date: April 28, 2023

Names and signatures of students:

1. Lazaro, Brian Carlo S.

2. Villanueva, Ella Rose M.

3. Rom, Iseah Jane A.

4. Aquino, Ian David M.

5. Esguerra, Mary Angel M.

Date: April 28, 2023

APPENDIX C

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Business Permit



This certifies that

L.U.N.A. PHOTOGRAPHY STUDIO (REGIONAL)

NCR - NATIONAL CAPITAL REGION

is a business name registered in this office pursuant to the provisions of Act 3883, as amended by Act 4147 and Republic Act No. 863, and in compliance with the applicable rules and regulations prescribed by the Department of Trade and Industry.

This certificate issued to

GRIKO OUBREI POLICARPIO ARTURO

is valid from 30 January 2023 to 30 January 2028 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled

In testimony whereof, I hereby sign this

Certificate of Business Name Registration

and issue the same on 30 January 2023 in the Philippines.


ALFREDO E. PASCUAL
Secretary

Business Name No. 4603472

This certificate is not a license to engage in any kind of business and valid only at the scope indicated herein.



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